



**Town of Arlington, Massachusetts**  
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## **ITAC Minutes- February 2, 2006**

**DRAFT**

**Minutes**  
**Information Technology Advisory Committee**  
**February 2, 2006**  
**6 PM**

### **Members**

- \*Dan Dunn
- \*Steve Meister
- \*Kevin Koch
- \*David Good
- Thomas Scotto
- Michael Quinn, Cable Advisory Committee designee
- \*Ruth Lewis, Comptroller
- Steve Mazzola, Director of Technology, Schools
- Vacant, Chief Financial Officer, Schools
- Corinne Rainville, Town Clerk
- \*Nancy Galkowski (for Brian Sullivan, Town Manager)
- Bob Greeley, Director of Assessments
- \*Joe Miksis, Director of Data Processing
- Fred Fantini, Acting Town Treasurer
- \*Alan Jones, Finance Committee and Capital Planning Committee designee

\*Denotes in attendance

Others in attendance:

Barbra Watson, Web Manager; Margaret Aranyosi, Charles Norton, Annie LaCourt and Satwik Seshasai

### **1. Approval of Minutes – November 3, 2005**

On a motion by Ruth Lewis, seconded by Alan Jones the minutes of November 3, 2005 were approved.

### **2. Discussion with Web Manager, Barbra Watson**

Barbra Watson was introduced to the committee. She described her background, the work she is currently doing on the website, and the new website design. Ms. Watson anticipates that the new site will be launched by the end of February. The GIS system will be launched with the new site.

### **3. Update on Website development**

The town has purchased a web-based Customer Service program. It will take considerable time to develop the protocol for complaints and service requests. It will probably not be launched at the same time as the new website.

### **4. Discussion of Needs Assessment and Scheduling of meetings**

Members were given written needs assessments from the various departments and

signed up for times to meet with department heads. It is expected that the meetings can begin next week.

**5. Subcommittee Status Reports**

No status reports were presented.

**6. Other business, next meeting**

Alan Jones indicated that there is an article in the town warrant that is related to technology. The Finance Committee has requested that the ITAC review the article and make recommendations. The article requests an appropriation for enhancements to the GIS system. The ITAC will request the proponents submit a written description of the request and attend a meeting on February 16, 2005. The committee would also like Kevin O'Brien, Director of Planning and Community Development to attend that meeting and to brief the committee on the current capabilities of our GIS system.

Next Meeting: February 16, 2005 6 PM.

The meeting adjourned at 7 PM.